

13 December 1968

MEMORANDUM FOR: Chief, Support Services Staff *ASW*

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SUBJECT : Utilization of manpower --

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1. is scheduled to retire from the Agency 31 January 1969. I have hopes he will be able to return as a Contract employee to work on these three projects:

- a. Development of a complete proposal for the establishment of an Archival Function in the Agency.

(This would provide a finished product complete with details as to personnel, costs, location, content, procedures, philosophy and justification.)

- b. Review of Retention Plans Agencywide.

(These itemizations of permanent Agency records are being drafted by members of my staff and representatives in each Directorate and the DCI Area. They must be reviewed, coordinated, and approved on an Agencywide basis as they impinge across Directorate lines as well as in the Archive and Records Center functions.)

- c. Preparation of a History of the Agency Records Program and of the Management Staff.

(This history is not scheduled and the abolishment of Management Staff has dispersed its records and personnel. Before the continuity is completely lost this professional Archivist should be assigned to assemble it properly.)

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2. In a conference with this morning we established that he wishes to take a vacation and at least the month of February, and perhaps longer, to reaccess the several plans and proposals available to him before making a decision or commitment.

3. Finally, I discussed with him a plan to have him review the three projects mentioned above. He agreed to work on them with Mr.

25X1 for at least two weeks in January at the Agency Records Center. This will enable him to examine the scope and feasibility of the projects. Further he can access his own willingness and ability to take them on if he would and could return on a contract. It would permit him to orient two people on those projects. In the event

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he does not return I believe the January assignment and travel expenses of \$57.10 per week (96 mi. @ 12¢ ea. day) will be a worthwhile investment for the Agency because these projects are essential to the Agency and must be accomplished eventually. He is best qualified, but without him we would have at least two people with some of his knowledge in these three new areas and they will have assembled some of the basic documents related thereto.

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4. [] is fully occupied with DDP Records Disposition Problems as well as National Archives liaison among several other active assignments. Those will be reassigned in February and some could be early in January to accomplish this temporary duty assignment.

5. Your approval of the assignment is requested and your comments on the contract proposal will be appreciated.

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Chief, Records Administration Branch

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18 Dec 1968

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Mr Bannerman agreed
that we could probably
contract [] to
write the Records Staff
and Management Staff
Histories -

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[] agreed that
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[] should go
STAT
[] and do some
preliminary analysis
work on these problems -

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[]

Mentioned at
noon Mtg 16 Dec
Let's Discuss
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